DENVER
THE MILE HIGH CITY

Office of Human Resources
Data Analytics Senior – CD3299

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General Statement of Duties

Performs full performance professional level data analytics work fulfilling data requests and performing advanced data analytics and modeling for the needs of the business and fulfilling data requests.

Distinguishing Characteristics

The Data Analytics Senior is distinguished from the Data Analytics Staff, which performs entry level professional analytic and statistical modeling on existing data sets in multiple areas of the business providing data analytics and fulfilling data requests.

The Data Analytics Senior is distinguished from the Data Analytics Associate, which performs intermediate level professional data analytics work fufilling data requests and performing moderately complex level of data analytics and data modeling.

The Data Analytics Senior is distinguished from the Data Analytics Lead, which performs lead level work over professional data analysts engaged in providing analytical assessment and evaluations of local government functions and activities by providing analytical and methodological support to the Department/Agency.

The Data Analytics Senior is distinguished from the Data Analytics Specialist, which performs specialized, professional level data analyst work that requires application of a unique or specialized knowledge or skillset outside of data science engaged in analytical assessments and evaluations of local government functions and activities by providing analytical and methodological support to the Department/ Agency.

The Data Analytics Senior is distinguished from the Data Analytics Supervisor, which supervises professional data analytics staff engaged in providing analytical assessments and evaluations of local government functions, provides and oversees analytical and methodological support to the Department/Agency.

Essential Duties

Identifies analytic ideas in collaboration with team members to meet engagement objectives, reduce risk, and improve efficiency and effectiveness of data analyses during fieldwork.

Provides teams with methodological assistance with the use of data science tools to complete data analytics related to assigned work/projects.

Makes recommendations for the team's data needs and provide Data Analytic support for projects as needed.

Conducts, develops, and delivers data analytics solutions while providing ongoing support for assigned work/projects. Performs data retrievals and assessments, sampling on large data sets, and identifies patterns and exceptions independently.

Designs data analytics queries, tools, and methods. Determinesdevelopment requirements, designs, codes, tests, and analyzes results to provide support using available tools and infrastructure. Manages relationships and communication with key stakeholders.

Facilitatesthe identification of opportunities to utilize data analyses in the assessment of risk and controls.

Develops innovative, reusable data analytics that can be leveraged by the department/agency. Develops continuous approaches and testing controls to address specific areas of risk identified.

Analyzes the results of data analyses performed and makes recommendations for review by the data analytics supervisor on potential opportunities based on those results.

Trains teams in the use of data analysis and data analysis tools to build expertise in the use of data analyses.

By position, performs advance level data analytics and data modeling for audit and/or project related needs in support of the compliance, operational, financial, and IT audits and management requests for the Auditor's Office Audit Services Division.

By position, provides audit teams with methodological assistance with the use of data science tools to complete data analytics related to audits and evaluations of City and County departments and programs. These engagements include, but are not limited to, assessing the effectiveness, efficiency, public policy assessment, governance, internal control, and compliance objectives as defined by Generally Accepted Government Auditing Standards (GAGAS) promulgated by the U.S. Government Accountability Office (GAO).

By position, supports audit teams' data needs on engagements, controls, and continuous auditing. Supports the data analytics program for Continuous Auditing and provides Data Analytic support for projects as needed.

By position, conducts, develops, and delivers data analytics solutions for a continuous auditing framework while providing ongoing support for Internal Audit projects. Performs data retrievals and assessments, sampling on large data sets, and identifies patterns and exceptions independently.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Ability to effectively document the results of data analysis in accordance with Department/Agency policies and procedures and in compliance with GAGAS, if applicable.

Knowledge of audit standards and methodologies.

Advanced knowledge of data analytics techniques.

Advanced knowledge of Tableau, Arbutus, SQL, STATA, and Python.

Ability in data processing, database programming, machine learning, and data analytics.

Familiarity with enterprise systems and IT environments.

Experience in data mining, data cleaning, and business intelligence.

Demonstrated ability to prioritize and deliver multiple competing priorities.

Level of Supervision Exercised

By position, supervises staff.

Education Requirement

Bachelor's Degree in Computer Science, Information Systems, Statistics, Actuarial Science, Business Administration, or other related field.

Experience Requirement

Three (3) years of data analytics experience.
By position, three (3) years of audit experience or combination of audit and data analytics.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Some positions may perform on-site audits.
Some positions are subject to significant local travel.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-12
FLSA Code: Y
Established Date: 4/18/2021
Established By: GT
Revised Date: 10/27/2025
Revised By: AM
Class History: 4/18/21 - New Classification Series (Associate, Senior, Lead and Supervisor); 9/8/24 – Revised Job Family/Job Code; 9/9/24 – Updated duties; 10/27/25 – Added by position statement.